

## Assignment 4

Textbook Assignment: "Cash Collection (continued)," chapter 3, pages 3-9 through 3-17; and "Receipt of Incoming Stock," chapter 4, pages 4-1 through 4-16.

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- In answering questions 4-1 through 4-28, refer to chapter 3 of the text.

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Learning Objective: Explain the procedures the cash collection agent will use when collecting cash from the sales outlets. (Continued from assignment 3.)

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- 4-1. To keep track of the coin boxes after normal working hours, a log is developed and used so the coin boxes can be signed in and out by the vending machine operator and the person receiving the coin boxes. What individual is responsible for maintaining this log?
1. The vending machine operator
  2. The cash collection agent
  3. The ship's store officer
  4. The duty officer

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Learning Objective: Determine the procedures used in accounting for cash collections using the Cash Receipt Book, NAVSUP Form 470.

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- 4-2. The cash receipt book issued to the sales outlet is kept in the possession of what individual?
1. The disbursing officer
  2. The cash collection agent
  3. The ship's store officer
  4. The sales outlet operator

- 4-3. You are the person making collections on a ship with one retail store, one snack bar, and four can drink vending machines operated by the snack bar operator. How many cash receipt books should you issue to the sales outlets?

1. Six
2. Two
3. Three
4. Four

- 4-4. When the cash collection agent is making collections, the ship's store officer should compare the amounts entered on the ROM system with the amounts entered on the Cash Receipt Book, NAVSUP Form 470, and the Cash Register Record, NAVSUP Form 469, a minimum of how many times per week?

1. Every time there is a shortage
2. Once per week
3. Twice per week
4. Every day of the week

4-5. In what fashion, if any, does the ship's store officer indicate that he or she has reviewed the NAVSUP Forms 469 and 470 and made sure entries were made in the ROM system properly?

1. By initialing the grand total entry at the end of the month only
2. By initialing all pages of the NAVSUP Forms 469 and 470 in the upper right-hand corner
3. By initialing all entries made in the NAVSUP Forms 469 and 470
4. None; the ship's store officer is not required to indicate that the NAVSUP Forms 469 and 470 have been checked

4-6. If an error is made in filling in the Cash Receipt Book, NAVSUP Form 470, how should the error be corrected?

1. Draw a line through the error and write the correct information on the next line
2. Line out the error, have it initialed by the ship's store officer during the weekly review, and reenter it at the end of the page
3. Erase it and rewrite it correctly
4. Line out the entire line, have it initialed by the sales outlet operator and the person making collections, and rewrite the entire entry on the next line

4-7. The total amount shown in the Cash Receipt Book, NAVSUP Form 470, at the end of the month must equal the total amount shown on which of the following forms?

1. NAVSUP Form 235
2. NAVSUP Form 469
3. NAVSUP Form 977
4. NAVSUP Form 978

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Learning Objective: Identify the procedures used by the person making collections when using the Cash Register Record, NAVSUP Form 469.

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4-8. The Cash Register Record, NAVSUP Form 469, is kept in the custody of what individual?

1. The supply officer
2. The person making collections
3. The disbursing officer
4. The sales outlet operator

CASH COLLECTIONS FOR RETAIL STORE #1	
Actual cash in the register	\$513.90
Cash left in the register from the previous day	None
Previous day's register reading	97030
Current register reading	152820
Cash left in the register	\$50.00
Amount of refund	\$22.00

Figure 4A

● IN ANSWERING QUESTIONS 4-9 THROUGH 4-11, REFER TO FIGURE 4A.

4-9. How much cash was rung up on the cash register in retail store #1?

1. \$535.90
2. \$557.90
3. \$585.90
4. \$607.90

4-10. What should be the actual amount of cash the cash collection agent will collect in retail store #1?

1. \$607.90
2. \$557.90
3. \$507.90
4. \$485.90

4-11. What is the actual shortage or overage, if any, that should be indicated in the Cash Register Record, NAVSUP Form 469, for retail store #1?

1. Overage of \$28.00
2. Shortage of \$22.00
3. Overage of \$22.00
4. None

- 4-12. When is the ship's store officer required to initial any shortage or overage in the Cash Register Record, NAVSUP Form 469?
1. When there is a shortage or overage of \$5 or more
  2. Only when there is a shortage of \$5 or more
  3. Only when there is an overage of \$5 or more
  4. A shortage or overage of any amount
- 4-13. When the person making collections makes an error in the Cash Register Record, NAVSUP Form 469, the entire line is lined out and rewritten on the next line.
1. True
  2. False
- 4-14. How often should the Cash Register Record, NAVSUP Form 469, be closed out and balanced?
1. Daily
  2. Weekly
  3. Monthly
  4. Semiannually

SEPTEMBER MONTHLY REVIEW	
Register reading brought forward	85050
Final register reading	1211520
Over	\$5.10
Under	\$8.65
Total cash left in the register	\$950.00
Total amount in figures for the month	????
Actual cash in the register for the month	????

Figure 4B

- IN ANSWERING QUESTIONS 4-15 AND 4-16, REFER TO FIGURE 4B.

- 4-15. What is the total amount in figures for the month of September in the Cash Register Record, NAVSUP Form 469?
1. \$11,165.20
  2. \$11,261.15
  3. \$11,264.70
  4. \$11,269.80
- 4-16. What is the total amount of actual cash in the register for the month of September in the Cash Register Record, NAVSUP Form 469?
1. \$12,224.90
  2. \$12,219.80
  3. \$12,216.25
  4. \$12,211.15
- 4-17. When meters are installed on the vending machines, the reading should be taken during collections and written in what column of the NAVSUP Form 469?
1. The Register Reading column
  2. The Number of Customers column
  3. The Amount in Figures column
  4. Cover Lift Number column
- 4-18. You are making collections from a drink vending machine without a meter or cash totalizer. There were 320 canned drinks left in the machine from the previous collection, 288 canned drinks were placed in the vending machine by the vending machine operator, and 150 canned drinks were counted at the time of collections. How many canned drinks were sold in the machine?
1. 118
  2. 182
  3. 458
  4. 758
- 4-19. When the cash collection agent is making collections from the dollar bill changer, what individual should have custody of the cash register record for the dollar bill changer?
1. The ship's store officer
  2. The disbursing officer
  3. The cash collection agent
  4. The agent cashier

4-20. The amount of dollar bills collected from the dollar bill changer should be recorded in what column of the NAVSUP Form 469?

1. Amount in Figures column
2. Cash in Register column
3. Register Reading column
4. Register for Change column

4-21. The amount of coins placed in the dollar bill changer should be recorded in what column of the NAVSUP Form 469?

1. Actual Cash in Register column
2. Register Reading column
3. Amount in Figures column
4. Register for Change column

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Learning Objective: Determine the procedures for depositing cash with the disbursing officer.

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4-22. When the disbursing officer is available, how often is cash deposited?

1. Monthly
2. Twice weekly
3. Weekly
4. Daily

4-23. The person making collections should obtain the signature of the disbursing officer on what document when making deposits?

1. NAVSUP Form 469
2. NAVCOMPT Form 2114
3. NAVCOMPT Form 2277
4. NAVSUP Form 470

4-24. When the cash collection agent is making collections, he or she should submit all cashbooks to the ship's store officer for review a minimum of how many times per week?

1. Daily
2. Once a week
3. Twice a week
4. Three times a week

4-25. At what interval or event is a cash sales invoice prepared?

1. Monthly
2. When depositing cash with a different disbursing officer
3. When the disbursing officer is relieved
4. All of the above

4-26. What information will the ship's store officer use to verify the accuracy of the figures on the cash sales invoice?

1. Figures entered in the ROM for cash collections
2. NAVSUP Form 469
3. NAVSUP Form 470
4. All of the above

4-27. What individual should sign the cash sales invoice once it is prepared?

1. The supply officer
2. The cash collection agent
3. The commanding officer
4. The disbursing officer

4-28. When standard Navy clothing stock is sold through the same cash register as ship's store stock and the register does not have departmental keys, how will ROM users account for sales of standard Navy clothing stock on the cash sales invoice?

1. The retail store operator will keep a separate tally of how much standard Navy clothing stock was sold and the amount sold will be entered in the ROM system cash receipts function
2. The ROM system will automatically compile the sales of standard Navy clothing stock based on the inventory of all L-1 items and enter the sales figure for standard Navy clothing stock on the cash sales invoice
3. Conduct an inventory weekly in the retail store of all standard Navy clothing stock and enter the inventory amounts in the ROM inventory function
4. Conduct a daily inventory in the retail store of standard Navy clothing stock and enter inventory amounts in the ROM inventory function

● In answering questions 4-29 through 4-70, refer to chapter 4 of the text.

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Learning Objective: Identify the procedures and responsibilities involved in receiving ship's store stock.

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4-29. The supply officer normally delegates the responsibility of receiving ship's store and standard Navy clothing stock to what individual?

1. The ship's store officer
2. The senior Ship's Serviceman
3. The ship's store receipt inspector
4. The bulk storeroom custodian

4-30. In what way does the ship's store officer assign the responsibility of receiving ship's store stock to another individual?

1. Assignment is made verbally
2. Assignment is made according to the individual's rank and grade
3. Assignment is made in writing
4. Assignment is made based on the individual's current evaluation and performance marks

4-31. The designated receipt inspector is responsible to the ship's store officer for which of the following duties?

1. Collecting all cash received from sales in the sales outlets
2. Stowage, security, and financial accountability of all stock in the ship's store operation
3. The proper receipt of all ship's store and standard Navy clothing stock in the absence of the ship's store officer
4. Monitoring all office records and preparing related administrative correspondence and reports

4-32. Which of the following deliveries of stock would NOT be considered direct delivery?

1. Delivery by a supply support activity
2. Delivery by the postal system
3. Delivery by the commercial vendor
4. Material picked up by a Ship's Serviceman at the commercial activity

- 4-33. A receipt of merchandise from another supply officer may include all EXCEPT which of the following receipt actions?
1. A receipt from another ship's store officer
  2. A receipt from the Navy exchange
  3. A receipt from a combat logistics force (CLF) unit
  4. A receipt from a local supply support activity
- 4-34. When possible, supply department personnel should be assigned to a ship's store receipt function when which of the following types of materials are being received?
1. Canned drinks
  2. Confections
  3. Stereo equipment
  4. Toiletries
- 4-35. A request for a working party is submitted by the ship's store division to what individual for final approval?
1. The ship's store officer
  2. The supply officer
  3. The executive officer
  4. The commanding officer
- 4-36. A list showing personnel assignments for the working party is provided by each shipboard department to the ship's store division for what purpose?
1. To use as a mustering list once the working party is called away
  2. To use in the event stock is stolen during the working party
  3. To use as a rotation list for each department so the same personnel are not assigned to the working party two times in a row
  4. To use as a list to determine how much work each person is accomplishing during the work party
- 4-37. Spotters are used during the receipt function for which of the following purposes?
1. To muster the working party and keep track of each person
  2. To count, number, and stack merchandise on the pier
  3. To direct personnel along the correct route for carrying merchandise to the bulk storeroom
  4. To direct delivery trucks and other materials-handling equipment on the pier
- 4-38. The receipt inspector may receive the quantity shown on the outside of the container as the quantity delivered without counting the contents under which of the following conditions?
1. The container is sealed and shows no evidence of possible differences
  2. The vendor certifies the quantity delivered
  3. The merchandise is delivered in full case lots
  4. All of the above
- 4-39. The receipt inspector will obtain the retained receipt documents used to receive stock from what ship's store file?
1. SSA-11A
  2. SSA-20
  3. SSA-21
  4. SSA-23
- 4-40. What term is used to define the action of moving a delivery truck to a suitable unloading site when merchandise is being delivered on the pier?
1. Spotting
  2. Directing
  3. Receipt inspection
  4. Carrier control

4-41. To keep track of the cases as they are carried to the stowage area, the receipt inspector should number each case in an area on the case predetermined by the receipt inspector and what other individual?

1. The senior Ship's Serviceman
2. The ship's store officer
3. The bulk storeroom custodian
4. The spotter

4-42. When would be the best time to call away a working party for a receipt function?

1. Before the carrier and stock arrive so the working party can be mustered
2. As soon as the carrier and stock arrive on the pier
3. After sufficient material has been checked in and received
4. After the stock has been all checked in and counted

4-43. The weather is very hot and humid on the day of receipt. Which of the following items should be carried to the bulk storeroom first?

1. Candy
2. Cigarettes
3. Toiletries
4. Crackers

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Learning Objective: Identify the proper procedures used for accepting receipts.

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4-44. When the quantity and quality of merchandise received from the local supply support activity are unsatisfactory, what action should the receipt inspector take?

1. Accept the merchandise by indicating the actual amount received on the requisition
2. Return the merchandise to the supply support activity
3. Receive only the merchandise of acceptable quality
4. Circle the amounts indicated on the requisition document; any shortages will be absorbed in the cost of retail sales

4-45. When merchandise is received in an unsatisfactory condition from other supply officers, how will the unsatisfactory items be disposed of?

1. Marked down to zero and disposed of locally
2. Surveyed
3. Marked down below cost and sold at reduced prices
4. Returned to the activity from which they were received

4-46. While receiving merchandise from a commercial vendor, the receipt inspector notices the quantity is incorrect and the quality is unsatisfactory. What individual should the receipt inspector notify first concerning this problem?

1. The ship's store officer
2. The vendor representative
3. The ship's store recordskeeper
4. The bulk storeroom custodian

4-47. How will you, the receipt inspector, accept receipts from purchase when the quantity is correct and the quality acceptable?

1. Circle the quantity received on the DD Form 1155, check the inspected and received blocks in block 26 of the DD Form 1155, and enter the date, your signature, and grade in block 26 of the DD Form 1155
2. Circle the quantity received on the DD Form 1155, check the inspected, received, and accepted and conforms except as noted below blocks in block 26 of the DD Form 1155 and enter the date, your signature, and grade in block 26 of the DD Form 1155
3. Circle the quantity received on the DD Form 1155, check the received block in block 26 of the DD Form 1155, and enter the date, your signature, and grade in block 26 of the DD Form 1155
4. Circle the quantity received and enter the date, your signature, and grade in block 26 of the DD Form 1155

4-48. When available, which of the following individuals must sign the export forms that accompany the delivery of tax-free tobacco products?

1. A commissioned officer
2. The receipt inspector
3. A responsible petty officer
4. The senior Ship's Serviceman

4-49. What procedures will the bulk storeroom custodian use when accepting receipts from purchase?

1. Circle the quantity received on the purchase document and sign and date block 26 of the DD Form 1155
2. Circle the quantity received on the DD Form 1155 and sign and date the accountability stamp
3. Check the quantity received on the DD Form 1155, check the received and inspected blocks of block 26 and date, sign name, and enter grade
4. Sign and date the accountability stamp on the DD Form 1155

4-50. When material is received directly into the retail store, what individual must acknowledge receipt and custody of the material?

1. Bulk storeroom custodian
2. Retail store operator
3. Receipt inspector
4. Ship's store officer

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Learning Objective: Identify the various equipment used in handling materials and the safety precautions to be observed while handling these materials.

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IN ANSWERING QUESTIONS 4-51 THROUGH 4-54, SELECT FROM COLUMN B THE EQUIPMENT USED FOR THE PURPOSE INDICATED IN COLUMN A.

	<u>A. PURPOSES</u>	<u>B. EQUIPMENT</u>
4-51.	Used to pick up and transport palletized goods	1. Pallet truck 2. Forklift truck
4-52.	Used to carry smaller loads by balancing them on the wheels and axle of this equipment, making it easier to push	3. Conveyor 4. Hand truck
4-53.	Used to pick up, carry, and stack unit loads of supplies and equipment	
4-54.	Used for moving supplies in a straight line, either manually or by power-driven belt	
4-55.	What factors must you consider when loading a pallet?	
	1. Maximum load only 2. Maximum load and stability only 3. Maximum load and pallet size only 4. Maximum load, stability, and proper pallet size	
4-56.	What is the preferred loading method when you are loading a pallet with boxes of different sizes?	
	1. The largest and sturdiest should go in the center 2. The largest and most fragile boxes should go in the center 3. The smallest and most fragile boxes should go in the center 4. The smallest and sturdiest boxes should go on the end	

- 4-57. What action should you take when you are attempting to manually lift an object that is heavy or bulky?
1. Raise it slowly with your knees straight, pulling the object close to your body so you can balance it
  2. Ask for help or get a dolly or hand truck
  3. Raise the load slowly and use your back to lift it, keeping it away from the center of your body
  4. Squat down-alongside of the load with one foot on the side and the other foot behind the load and lift it, keeping it close to your body
- 4-58. What part of your body should you use to lift an object?
1. Your back
  2. Your arms
  3. Your shoulders
  4. Your legs
- 4-59. Which of the following is NOT a major cause of accidents?
1. Equipment failures
  2. Carelessness
  3. Inexperience
  4. Attitude
- 4-60. A person you are supervising has demonstrated an unreliability in the past that has resulted in accidents. What action should you take to prevent accidents during the next materials-handling operation?
1. Schedule training sessions on safe materials-handling procedures
  2. Assign the person to familiar jobs and supervise closely
  3. Assign the person to a job where unreliability will not constitute a hazard
  4. Warn the person that any further unreliability will result in disciplinary action

4-61. Safety lines should be placed around any open hatch used for materials handling when it is not actually in use.

1. True
2. False

4-62. Defective materials-handling equipment should be repaired only by qualified personnel.

1. True
2. False

4-63. The save-all may be used as a ladder for personnel to go from the ship to the pier during materials-handling operations.

1. True
2. False

4-64. The supervisor of the materials-handling operation must have a working knowledge of the safety precautions contained in which of the following publications or instructions?

1. NAVSUP P-487
2. NAVSUP P-485
3. OPNAVINST 5100.19
4. OPNAVINST 3120.32

4-65. When handling hazardous material, the supervisor of the materials-handling operation is the only person who needs to know the potential dangers associated with the hazardous material.

1. True
2. False

4-66. Equipment operated beyond its rated capacity may create a potential hazard.

1. True
2. False

4-67. When material is lowered into the hold, it should be stopped at approximately what distance above its intended landing spot?

1. 1 foot
2. 2 feet
3. 3 feet
4. 4 feet

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Learning Objective: Explain the procedures used for extending receipt documents. (Continued in assignment 5.)

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4-68. What copy of the receipt document is extended by the ship's store officer?

1. The incoming material file copy
2. The receipt inspector's copy
3. The receipt from purchase copy
4. The outstanding purchase order copy

4-69. The ship's store officer will compare his or her extensions with what copy of the receipt document?

1. The incoming material file copy
2. The receipt inspector's copy
3. The receipt from purchase copy
4. The outstanding purchase order file copy

4-70. What function of the ROM is used to enter all available receipt data?

1. The requisition/purchase order function
2. The intrastore transfer function
3. The resale operations constants function
4. The receipt function